

## **Release Process for Performance bond or Letter of Credit posted for Residential Subdivision**

Generally speaking, the release of a performance surety is given when **both** the specific improvement is accepted by the appropriate agency and a maintenance bond is provided to cover the improvement should it fail. Maintenance bonds must be provided for all covered improvements, with the exception of erosion control, street signs and monuments.

### **Maintenance bonds**

- ◆ All maintenance bonds must be on the City of Indianapolis/Department of Metropolitan Development forms.
- ◆ Original, signed, Maintenance bonds must be presented to the DMD Subdivision Administrator with a copy provided to the accepting agency.
- ◆ The amount of the maintenance bond must be, at a minimum, 20% of the cost of the covered improvements.
- ◆ The maintenance bond is effective for three years beginning at the time that the improvement is officially accepted.
- ◆ Beneficiary:
  - For projects within the City of Indianapolis and not within the jurisdiction of an excluded city or town (Beech Grove, Lawrence, Speedway, Meridian Hills, Southport), the beneficiary shall be the City of Indianapolis with the original bond presented to the Subdivision Administrator and copies sent to the accepting department.
  - For projects within the jurisdiction of an excluded city or town (Beech Grove, Lawrence, Speedway, Meridian Hills, Southport), the beneficiary shall be the City of Indianapolis and the excluded city, with duplicative original bonds presented to both the Subdivision Administrator and the excluded city.

<b>Acceptance by the City of Indianapolis</b>			
<b>Covered Improvements</b>	<b>Accepting Dept.</b>	<b>Contact Person or Phone</b>	<b>Basic Steps to Acceptance</b>
Streets (asphalt surface, base/binder and curbs)	DMD / DPW	Project Manager or George Krack III, 604 North Sherman Dr. 327-8461	<ul style="list-style-type: none"><li>➤ Call to schedule an inspection;</li><li>➤ Successful inspection;</li><li>➤ Affidavit of Completion completed by inspecting engineer;</li><li>➤ Proof of payment to inspecting engineer;</li><li>➤ Copy of signed maintenance bond (original to DMD)</li></ul>
Sanitary sewer	DMD / DPW	Project Manager or Ed Frye, 604 North Sherman Dr. 327-8451	<ul style="list-style-type: none"><li>➤ Call to schedule an inspection;</li><li>➤ Successful inspection;</li><li>➤ Affidavit of Completion completed by inspecting engineer;</li><li>➤ Proof of payment to inspecting engineer;</li><li>➤ Copy of signed maintenance bond (original to DMD)</li></ul>
Storm drainage	DMD / DPW	Project Manager or Stefan Wofla, 604 North Sherman Dr. 327-8471	<ul style="list-style-type: none"><li>➤ Call to schedule an inspection;</li><li>➤ Successful inspection;</li><li>➤ Affidavit of Completion completed by inspecting engineer;</li><li>➤ Proof of payment to inspecting engineer;</li><li>➤ Copy of signed maintenance bond (original to DMD)</li></ul>
Erosion control	DMD / DPW	Project Manager or Stefan Wofla, 604 North Sherman Dr. 327-8471	<ul style="list-style-type: none"><li>➤ Call to schedule an inspection;</li><li>➤ Successful inspection;</li></ul>
Sidewalks	DMD	Linda Ahlbrand City-County Building 200 East Washington Street, Room 1821 Indianapolis, IN 46204 Phone: 327-4968 Fax: 327-7883	<ul style="list-style-type: none"><li>➤ Certification, with an attached drawing showing the location of the improvements, by project engineer or surveyor that the improvements are installed per requirements</li><li>➤ Copy of signed Maintenance bond (original to DMD)</li></ul>
Monumentation	DMD	Linda Ahlbrand 327-4968	<ul style="list-style-type: none"><li>➤ Certification, with an attached drawing showing the location of the improvements, by project engineer or surveyor that the improvements are installed per requirements</li></ul>
Street signs	DMD	Linda Ahlbrand 327-4968	<ul style="list-style-type: none"><li>➤ Certification, with an attached drawing showing the location of the improvements, by project engineer or surveyor that the improvements are installed per requirements. Street signs can not be released until the streets are accepted.</li></ul>

Contacts for acceptance by excluded cities and towns:

City of Lawrence – Mark Branaman, P.E., City Engineer, 545-5566  
City of Beech Grove – DPW, Streets 788-4982; Sanitation, 788-4983  
City of Speedway – 241-2566

Town of Meridian Hills – 253-5678  
Southport – 786-5489

